

INTRODUCING the New ACQTAS

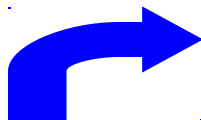
Supervisor and Training Coordinator Tutorial

Available for Remaining FY01
Acquisition Training Application
System



Application Path - Supervisor

This is an example of
An Email sent to the
Supervisor.



Connect to
the web
address
contained in
the Email
notice. Click
on the site.

To: <acqtas_super@onebox.com>
Subject: Request for Training Approval

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 231C PHASE: CLS: 725
START: 27 Mar 2001 END: 13 Apr 2001
LOCATION: HANSCOM AFB, MA
DELIVERY METHOD: Onsite
CENTRALIZED TRAVEL FUNDING: ELIGIBLE
sgould@onebox.com

This is to advise you that the above employee has applied for acquisition training.
To review the full application and concur or non-concur with this training request:

1. Click on this internet link when ready:
<https://www.atrrs.army.mil/channels/acqtas/supervisor>
2. Enter your Email address (acqtas_super@onebox.com) at the prompt.
3. Enter Application Review Code: C66215 at the prompt.
(This gives you access to all applications showing you as the supervisor of record.)
4. Click on the name of the student to review the application.
5. Click on Concur or Non-Concur in the Supervisory Approval block.
6. Press the SUBMIT button. (If you do not concur with an application, it would be appropriate, before you press SUBMIT, to add free text comments as feedback to the employee.)
7. The student will be advised by a system-sent Email of your decision.
8. Applications with concurrence will automatically be submitted to the next training official or approving official for consideration.

Critical Acquisition Workforce details (such as the employee's grade/rank, series, acquisition career field, etc.) are written into the application from official records. Correction of the official record may need to be coordinated with your component's Acquisition Career Manager.)

For assistance, contact your component's Quota Manager listed below:
Defense Information Systems Agency (DISA)

Melissa Dilley
(703) 607-4473
acqtas_qm@onebox.com

For technical assistance, contact us at: jayboller@doddacm.com

The Email
contains
instructions on
how to review
the student's
training request.

You will
also need
this
Application
Review
Code.



Application Path - Supervisor

Step 1: Connect to the web address contained in the Email notification

Step 2: Enter your Email address and Application Review Code at this screen

(The Application Review Code is provided in the Email and provides access to applications that either require the supervisor's decision or those on which they have made a decision.)

Step 3: Press the Continue button once the fields are completed



Application Path - Supervisor

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

| Applications Pending Your Review | | | | | | | | | |
|----------------------------------|------|------|---------------|-----|------------------|----------|-----------------------|------------------|--|
| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date | |
| REYNOLDS, CHRIS J | 2001 | 771 | ACQ 201 (DAU) | 034 | 07 Aug 2001 | Training | Pending your Decision | 19 Nov 2000 | |
| REYNOLDS, CHRIS J | 2001 | 231C | ACQ 201 (DAU) | 725 | 27 Mar 2001 | Training | Pending your Decision | 19 Nov 2000 | |

| Previous Applications | | | | | | | | | |
|--|------|------|---------------|-----|------------------|----------|--------------------|------------------|--|
| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date | |
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 | |

[Questions? Problems? Suggestions? Please email us now.](#)

[Resend Notification\(s\)](#)

The supervisor's "inbox" contains a list of all Training requests awaiting his/her decision (Top Section) as well as those applications upon which the User has already made a decision (Lower Section). Notice that the date of application, application status and start date of the requested courses are displayed for easy tracking.

Highlighting and single-clicking on an application row opens up a path window for the application.



Application Path - Supervisor

In this example, the user has opened two path windows.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

Applications Pending Your Review

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|-------------------|------|-----|---------------|-----|------------------|----------|-----------------------|------------------|
| REYNOLDS, CHRIS J | 2001 | 771 | ACQ 201 (DAU) | 034 | 07 Aug 2001 | Training | Pending your Decision | 19 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|-------------------------|----------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Pending | |
| 2 | Melissa Diley | Quota Source Manager | acqtas_qm@onebox.com | | |

REYNOLDS, CHRIS J 2001 231C ACQ 201 (DAU) 725 27 Mar 2001 Training Pending your Decision 19 Nov 2000

Previous Applications

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|--|------|------|---------------|-----|------------------|----------|--------------------|------------------|
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|-------------------------|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Concurrence | 19 Nov 2000 |
| 2 | Melissa Diley | Quota Source Manager | acqtas_qm@onebox.com | Pending | |

Resend Notification(s)

In the top path window, the Supervisor can see whose decision follows their own if they concur with the Application for ACQ 201.
In our example, it is the Quota Manager for DISA

In the bottom path window, The Supervisor can see the current status of the application for CON 234 after concurring with Chris Reynolds' request.



Application Path - Supervisor

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

Applications Pending Your Review

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|-----------------------------------|------|------|---------------|-----|------------------|----------|-----------------------|------------------|
| REYNOLDS, CHRIS J | 2001 | 771 | ACQ 201 (DAU) | 034 | 07 Aug 2001 | Training | Pending your Decision | 19 Nov 2000 |
| REYNOLDS, CHRIS J | 2001 | 231C | ACQ 201 (DAU) | 725 | 27 Mar 2001 | Training | Pending your Decision | 19 Nov 2000 |

Previous Applications

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|--|------|------|---------------|-----|------------------|----------|--------------------|------------------|
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |

[Questions? Problems? Suggestions? Please email us now.](#)

Resend Notification(s)

The Supervisor makes a decision on an application by clicking on the student's name on the application row.



Application Path - Supervisor

Acquisition Training Application System (ACQTAS)

19 Nov 2000

Supervisor Concurrence/Non-Concurrence

Verify/Approve Student Information

Course Info:

FY: 2001 School: 771 Course: ACQ 201 (DAU) Phase: Class: 034
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: Defense Acquisition University Wright Patterson Campus
Class Location: WRIGHT-PATTERSON, OH
Start Date: 07 Aug 2001 End Date: 24 Aug 2001
Delivery Method: Classroom Remarks: None

Application Info:

Component Applied Under:
Defense Information Systems Agency (DISA)
Alternate date range available for training:
From: Apr 04 2001 To: Apr 28 2001
Dates unavailable for training:

Student Info:

SSN: 838388888 Name: CHRIS J RENYOLDS DOB: 08 Jan 1968 Sex: M
Home Street: 23232 DUKE STREET City: ALEXANDRIA State: VA ZIP: 22222 -
Security Clearance: SECRET
Disabilities: N Special Requirements:
Pay Plan: GS Pay Grade: 12
Civilian Job Series: ENVIRONMENTAL PROTECTION SPECIALIST
Acquisition Career Field: AUDITING

Student's Contact Info:

Organization: Defense Information Systems Agency (DISA)
Duty Address: 232 PORT CAPE ROAD City: ALEXANDRIA State: VA ZIP: 22030 -
Unit Country: USA
Phone: (703) 422-2322
DSN: Fax: (703) 232-2322
Email: sgould@onebox.com

Approval Decision:

Concur
Non-Concur
None

Press [Continue](#) [Submit >>](#)

Questions? Problem? Suggestions? Please email us now.

Supervisor / Training Coordinator Application Review

The supervisor reviews the application and can edit the Alternate Date Ranges, Add Comments and makes a decision on whether he concurs or non-concurs with the training request. Once finished, the Supervisor clicks the **red** Submit button.



Application Path - Supervisor

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Training application concurrence.

You have concurred with RENYOLDS CHRIS J's application for the class listed below: Approval Date: 19 Nov 2000

FY: 2001 **School:** Defense Acquisition University Wright Patterson Campus **Course:** ACQ 201 (DAU) **Phase:**

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

Class: 034 **Start Date:** 07 Aug 2001 **End Date:** 24 Aug 2001

Class Location: WRIGHT-PATTERSON, OH

Delivery Method: Classroom **Remarks:** None

Microsoft Internet Explorer

A notification has been emailed to the student and to the next point of contact.

OK

<< Review other applications

19 Nov 2000

Questions? Problems? Suggestions? Please email us now.

If the supervisor has concurred with the application, ACQTAS displays notification that an email has been sent to the next training official in the application path and notifies them that their decision on the application is pending.

To return to the Supervisor's Inbox, the Supervisor must click On the red 'Review Other Applications' button.



Application Path - Supervisor

Upon application Concurrence, the student is sent notification concerning the current status of the application in the application path.

To: <sgould@onebox.com>
Subject: Training Concurrence

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 771 PHASE: CLS: 034
START: 07 Aug 2001 END: 24 Aug 2001
LOCATION: WRIGHT-PATTERSON, OH
DELIVERY METHOD: Classroom

This is to notify you that your application for this class has
has been approved by
JOESPH WILSON
Title: Supervisor
Email Address: acqtas_super@onebox.com

Your application has been electronically forwarded to
Melissa Dilley
Title: Quota Source Manager
Email Address: acqtas_qm@onebox.com
for consideration of a quota under
Defense Information Systems Agency (DISA)

Supervisor Comments: None

Please do not reply to this system-generated email message.

Since the Supervisor concurred with the application, the Quota Manager has been sent an Email notifying them that their decision is pending on the application.



Application Path - Supervisor

The screenshot displays the ACQTAS web application interface. At the top, a blue header bar contains the text "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below the header, a date "19 Nov 2000" is shown next to a circular logo. The main content area features a green-bordered box with the following text:

You have non-concurred with RENYOLDS CHRIS J's application for the class listed below: DisApproval Date: 19 Nov 2000

FY: 2001 **School:** Defense Systems Management College (DSMC)-Boston **Course:** ACQ 201 (DAU) **Phase:**
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
Class: 725 **Start Date:** 27 Mar 2001 **End Date:** 13 Apr 2001
Class Location: HANSCOM AFB, MA
Delivery Method: Local Students / Onsite **Remarks:** It does not make sense for you to go to Hanscom when Ft. Belvoir is so close.

Below this box, a yellow bar contains a red button labeled "<< Review other applications". A "Microsoft Internet Explorer" dialog box is overlaid on the screen, displaying a yellow warning icon and the message: "A notification has been emailed to the student." with an "OK" button.

If the supervisor has non-concurred with the application, ACQTAS displays notification that an email has been sent to the student concerning the supervisor's decision.



Application Path - Supervisor

Date: Sun, 19 Nov 2000 15:30:19 -0500
From: <acqtas@asmr.com> [Add](#) [Block](#) [Schedule](#)
To: <sgould@onebox.com>
Subject: Application Disapproved

APPLICATION SUMMARY:
NAME: RENYOLDS CHRIS J
COURSE: ACQ 201 (DAU)
FY: 2001 SCHOOL: 231C PHASE: CLS: 725
START: 27 Mar 2001 END: 13 Apr 2001
LOCATION: HANSCOM AFB, MA
DELIVERY METHOD: Local Students / Onsite

This is to notify you that your application for this class has
has been disapproved by:

JOESPH WILSON
Title: Supervisor
Email Address: acqtas_super@onebox.com

The reason cited is noted below:

Reason(s): It does not make sense for you to go to Hanscom when Ft.
Belvoir is so close.

It is recommended that you discuss this with JOESPH WILSON
if you have any questions.

Please do not reply to this system-generated email message.

**Upon a Supervisor's Non-concurrence with
an application, the Student is sent this Email
message.**



Application Path - Supervisor

We have processed all the pending applications. Opening up the Path windows for the Previous applications, we can see the status of each application.

For applications that are still in the application path, there are two ways for a Supervisor to resend notification to Training officials whose decision is pending.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

There are no applications pending for your review at this time

Previous Applications

| Name | FY | Sch | Crs | Clis | Class Start Date | Request | Application Status | Application Date |
|-----------------------------------|------|------|---------------|------|------------------|----------|--------------------|------------------|
| REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|--|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | acqtas_qm@onebox.com | Pending | |

[REYNOLDS, CHRIS J](#) 2001 231C ACQ 201 (DAU) 725 27 Mar 2001 Training Non-Concurrence 19 Nov 2000

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|--|-----------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Non-Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | acqtas_qm@onebox.com | | |

[REYNOLDS, CHRIS J](#) 2001 771 ACQ 201 (DAU) 034 07 Aug 2001 Training Pending 19 Nov 2000

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|--|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | acqtas_qm@onebox.com | Pending | |

[Resend Notification\(s\)](#)

Questions? Problems? Suggestions? Please email us now.

Supervisor / Training Coordinator Application Review

One way is to click the Pending officials Email address when the path window is open. The second way will be described in a few



Application Path - Supervisor

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

There are no applications pending for your review at this time

Previous Applications

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|--|------|------|---------------|-----|------------------|----------|--------------------|------------------|
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |

| Sequence | POC Name | POC Title | Decision | Decision Date |
|----------|---------------|----------------------|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | Pending | |

[REYNOLDS, CHRIS J](#) 2001 231C ACQ 201 (DAU) Training Non-Concurrence 19 Nov 2000

☐ [REYNOLDS, CHRIS J](#) 2001 771 ACQ 201 (DAU) Training Pending 19 Nov 2000

You have resent a notification to acqtas_qm@onebox.com concerning the student's application Date Sent: 19 Nov 2000

Resend Notification(s)

Microsoft Internet Explorer
A notification has been emailed.
OK

ACQTAS sends confirmation messages telling the user that the Email notification was sent to the particular training official.



Application Path - Supervisor

The Supervisor can also bulk resend Email notification to Training Officials by selecting the checkbox to the left of the Student's Name and then Clicking on the Resend Notifications' Button.

19 Nov 2000

Acquisition Training Application System (ACQTAS)

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

There are no applications pending for your review at this time

Previous Applications

| Name | FY | Sch | Crs | Clis | Class Start Date | Request | Application Status | Application Date |
|---|------|------|---------------|------|------------------|----------|--------------------|------------------|
| <input checked="" type="checkbox"/> RENYOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|-------------------------|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | acqtas_qm@onebox.com | Pending | |

| | | | | | | | | |
|---|------|-------|---------------|-----|-------------|----------|-----------------|-------------|
| RENYOLDS, CHRIS J | 2001 | 231 C | ACQ 201 (DAU) | 725 | 27 Mar 2001 | Training | Non-Concurrence | 19 Nov 2000 |
| <input checked="" type="checkbox"/> RENYOLDS, CHRIS J | 2001 | 771 | ACQ 201 (DAU) | 034 | 07 Aug 2001 | Training | Pending | 19 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|-------------------------|-------------|---------------|
| 1 | JOESPH WILSON | Supervisor | acqtas_super@onebox.com | Concurrence | 19 Nov 2000 |
| 2 | Melissa Dille | Quota Source Manager | acqtas_qm@onebox.com | Pending | |

Resend Notification(s)

Supervisor / Training Coordinator Application Review

This process will send Email notification to those Email addresses circled in **Red** where the checkboxes are selected.

✓ Application Path - Supervisor

After clicking the 'Resend Notification' Button, ACQTAS displays the number of email notifications that were re-sent to Training Officials whose decision is pending on the selected applications.

The screenshot shows the ACQTAS web application interface. At the top, there is a navigation bar with the title "Acquisition Training Application System (ACQTAS)" and a "Main Menu" link. Below the navigation bar, there is a header section with the date "20 Nov 2000" and the title "Acquisition Training Application System (ACQTAS)". A message states: "Click on the student name to review their application. Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the Resend Notification(s) button."

A blue oval highlights a message box that says "Successfully resent 2 notification(s). Thank you." Below this, a message box says "There are no applications pending for your review at this time".

A blue arrow points to a table titled "Previous Applications". The table has columns: Name, FY, Sch, Crs, Cls, Class Start Date, Request, Application Status, and Application Date. The table contains three rows of data for "REYNOLDS, CHRIS J".

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|--|------|------|---------------|-----|------------------|----------|--------------------|------------------|
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 904D | CON 234 (DAU) | 005 | 28 Nov 2000 | Training | Pending | 19 Nov 2000 |
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 231C | ACQ 201 (DAU) | 725 | 27 Mar 2001 | Training | Non-Concurrence | 19 Nov 2000 |
| <input type="checkbox"/> REYNOLDS, CHRIS J | 2001 | 771 | ACQ 201 (DAU) | 034 | 07 Aug 2001 | Training | Pending | 19 Nov 2000 |

Below the table, there is a "Resend Notification(s)" button. At the bottom, there is a link: "Questions? Problems? Suggestions? Please email us now."

At the very bottom of the page, there is a footer bar with the text "Supervisor / Training Coordinator Application Review".

The Supervisor can review a Previous Application by clicking on the Student's Name.

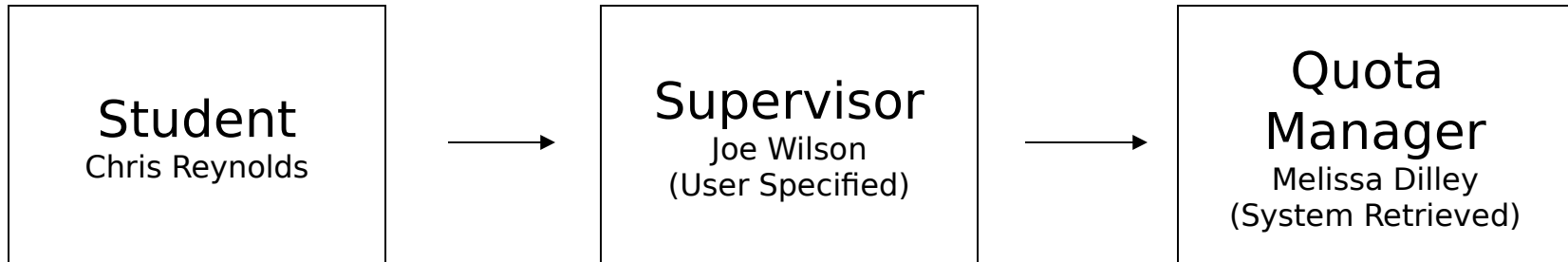


The Supervisor can review the application and view any comments made by himself or other Training officials in the application path. To go back, simply press the red Go Back button.



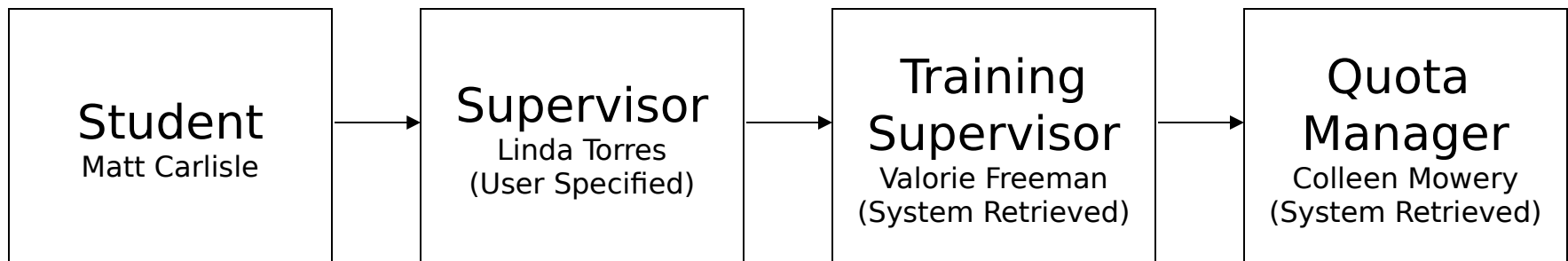
Application Path - Supervisor

DISA's Application Path



We have been covering DISA's application path. We will now take a brief look at what the application path looks like if the component has a Training Supervisor in the process before we move onto the Quota Manager.

DSCC's Application Path





Application Path – Supervisor (DSCC)

The Top Screen is an application path view for a DISA supervisor. There are two training officials in the path; one specified by the user (his supervisor) and the other retrieved by the system (quota manager)

The Bottom screen is an Application path view for A DSCC supervisor. There Are now 3 training officials In the path; one specified by The user (his supervisor) and the other two who are system retrieved (the Training

Acquisition Training Application System (ACQTAS)

20 Nov 2000

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|-------------------|------|-----|---------------|-----|------------------|----------|-----------------------|------------------|
| RENYOLDS, CHRIS J | 2001 | 237 | CON 301 (DAU) | 642 | 04 Jun 2001 | Training | Pending your Decision | 20 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|---------------|----------------------|--|----------|---------------|
| 1 | JOSEPH WALSON | Supervisor | acqtas_super@onebox.com | Pending | |
| 2 | Melissa Diley | Quota Source Manager | acqtas_qm@onebox.com | | |

Acquisition Training Application System (ACQTAS)

20 Nov 2000

Click on the student name to review their application.
Highlight and Click on an application to view the application's path. To resend notification to a PoC whose decision is pending, click on the PoC's email address when the application's pathing window is open Or Select the applications that you wish to resend notification to and click on the 'Resend Notification(s)' button.

| Name | FY | Sch | Crs | Cls | Class Start Date | Request | Application Status | Application Date |
|------------------|------|------|---------------|-----|------------------|----------|-----------------------|------------------|
| CARLISLE, MATT H | 2001 | 904C | SYS 201 (DAU) | 003 | 11 Dec 2000 | Training | Pending your Decision | 20 Nov 2000 |

| Sequence | POC Name | POC Title | POC Email | Decision | Decision Date |
|----------|-----------------|----------------------|--|----------|---------------|
| 1 | LINDA TORRIES | Supervisor | dscg_super@hotmail.com | Pending | |
| 2 | Valorie Freeman | Training Supervisor | acqtas_tc@onebox.com | | |
| 3 | Colleen Mowery | Quota Source Manager | acqtas_qm@onebox.com | | |

[Questions? Problems? Suggestions? Please email us now.](#)

The DSCC supervisor clicks on the applicant's name to review the application.



Application Path – Supervisor (DSCC)

Acquisition Training Application System (ACQTAS) - Microsoft Internet Explorer

20 Nov 2000

Acquisition Training Application System (ACQTAS)

Supervisor Concurrence/Non-Concurrence

Verify/Approve Student Information

Course Info:

FY: 2001 School: 904C Course: SYS 201 (DAU) Phase: Class: 003
Course Title: INTERMEDIATE SYSTEMS PLANNING, RD&E
School Name: Naval Center for Acquisition Training (NCAT)-Rock Island
Class Location: ROCK ISLAND, IL
Start Date: 11 Dec 2000 End Date: 22 Dec 2000
Delivery Method: Classroom Remarks: None

Application Info:

DoD Component Applied Under:
Defense Supply Center Columbus (DSCC)

Alternate date range available for training:
From: May 01 2001 To: Nov 07 2001
Dates unavailable for training:

Student Info:

SSN: 213555555 Name: MATT H CARLISLE DOB: 05 Jan 1955 Sex: M
Home Street: 2322 FASCINATION STREET City: COLUMBUS State: OH ZIP: 52322 -
Security Clearance: SECRET
Disabilities: N Special Requirements:
Pay Plan: GS Pay Grade: 10
Civilian Job Series: FUNERAL DIRECTING

Acquisition Career Field: EDUCATION, TRAINING, AND CAREER DEVELOPMENT

Student's Contact Info:

Organization: Defense Supply Center Columbus (DSCC)
Duty Address: 2322 CENTER COURT City: COLUMBUS State: OH ZIP: 52324 -
Unit Country: USA
Phone: (989) 232-2112
DSN: Fax: (989) 232-2311
Email: sgould@onebox.com

Student Comments:

I really need to go

Approval Decision:

Concur

Comments:

Yes, as your supervisor, I think this training would be good.

Press the "Submit >>" **Submit >>**

Questions? Problems? Suggestions? Please email us now.

Supervisor / Training Coordinator Application Review

Local intranet

The DSCC supervisor concurs with the application, reviews the alternate date ranges, inserts comments, and then clicks submit.



Application Path – Supervisor (DSCC)

Acquisition Training Application System (ACQTAS) Main Menu

20 Nov 2000

Acquisition Training Application System (ACQTAS)

Training application concurrence.

You have concurred with CARLISLE MATT H's application for the class listed below: Approval Date: 20 Nov 2000

FT: 2001 **School:** Naval Center for Acquisition Training (NCAT)-Rock Island **Course:** SYS 201 (DAU) **Phase:**
Course Title: INTERMEDIATE SYSTEMS PLANNING, RD&E
Class: 003 **Start Date:** 11 Dec 2000 **End Date:** 22 Dec 2000
Class Location: ROCK ISLAND, IL
Delivery Method: Classroom **Remarks:** Yes, as your supervisor, I think this training would be good.

<< Review other applications

Valorie Freeman will be notified of your decision. 20 Nov 2000

Defense Supply Center Columbus (DSCC)
Name: Valorie Freeman
Title: Training Supervisor
Email Address: acqtas_tc@onebox.com

Microsoft Internet Explorer
A notification has been emailed to the student and to the next point of contact.
OK

Upon concurrence, ACQTAS notifies the supervisor that email notification has been sent to the student and to the next Training Official in the process. In this case, it is the Training Supervisor for DSCC, Valorie Freeman.



Application Path – Supervisor (DSCC)

Date: Mon, 20 Nov 2000 10:03:20 -0500
From: <acqtas@asmr.com> [Add](#) [Block](#) [Schedule](#)
To: <sgould@onebox.com>
Subject: Training Concurrence

APPLICATION SUMMARY:
NAME: CARLISLE MATT H
COURSE: SYS 201 (DAU)
FY: 2001 SCHOOL: 904C PHASE: CLS: 003
START: 11 Dec 2000 END: 22 Dec 2000
LOCATION: ROCK ISLAND, IL
DELIVERY METHOD: Classroom

This is to notify you that your application for this class has
has been approved by:
LINDA TORRIES
Title: Supervisor
Email Address: dscc_super@hotmail.com

Your application has been electronically forwarded to
Valorie Freeman
Title: Training Supervisor
Email Address: acqtas_tc@onebox.com
for their concurrence.

Supervisor Comments: Yes, as your supervisor, I think this training
would
be good.

Please do not reply to this system-generated email message.

The student is sent notification of where the Application is in the path. The next training official is the Training Supervisor for DSCC.



Application Path - Training Supervisor

The Training Supervisor is notified by Email that their input is needed on an application, once the Student's supervisor Concurs.

The Training Supervisor goes through the same Method to enter his 'inbox' of Pending and Previous applications.

Connect to the Web address Found in the Email.

From: <acqtas@asmr.com> **Add** **Block** **Schedule**
To: <acqtas_tc@onebox.com>
Subject: Request for Training Approval

APPLICATION SUMMARY:
NAME: CARLISLE MATT H
COURSE: SYS 201 (DAU)
FY: 2001 SCHOOL: 904C PHASE: CLS: 003
START: 11 Dec 2000 END: 22 Dec 2000
LOCATION: ROCK ISLAND, IL
DELIVERY METHOD: Classroom

This is to advise you that
LINDA TORRIES
Title: Supervisor
Email Address: dscc_super@hotmail.com

has concurred with the above employee's application for acquisition training
To review the full application and concur or non-concur with this training request:

1. Click on this internet link when ready:
<https://www.atrrs.army.mil/channels/acqtas/supervisor>
2. Enter your eMail address (acqtas_tc@onebox.com) at the prompt.
3. Enter Application Review Code: P132905 at the prompt.
(This gives you access to ALL applications that require your input.)
4. Click on the name of the student to review the application.
5. Click on Concur or Non-Concur in the Approval block.
6. Press the SUBMIT button. (If you do not concur with an application, it would be appropriate, before you press SUBMIT, to add free text comments as feedback to the employee.)
7. The student will be advised by a system-sent eMail of your decision.
8. Applications with concurrence will automatically be submitted to the next training official or approving official for consideration.

Critical Acquisition Workforce details (such as the employee's grade/rank, series, acquisition career field, etc.) are written into the application from official records. Correction of the official record may need to be coordinated with your component's Acquisition Career Manager.
For assistance, contact your Quota Manager listed below:
Defense Logistics Agency Serviced Components

Colleen Mowery
(614) 692-6025
Please do not reply to this system-generated email message.

acqtas_qm@onebox.com



Application Path - Training Supervisor

Acquisition Training Application System (ACQTAS)

20 Nov 2000

Acquisition Training Application System (ACQTAS)

Training Supervisor Concurrence/Non-Concurrence

Verify/Approve Student Information

Course Info:

FY: 2001 School: 904C Course: SYS 201 (DAU) Phase: Class: 003
Course Title: INTERMEDIATE SYSTEMS PLANNING, RD&E
School Name: Naval Center for Acquisition Training (NCAT)-Rock Island
Class Location: ROCK ISLAND, IL
Start Date: 11 Dec 2000 End Date: 22 Dec 2000
Delivery Method: Classroom Remarks: None

Application Info:

DoD Component Applied Under:
Defense Supply Center Columbus (DSCC)

Alternate date range available for training:
From: May 01 2001 To: Nov 07 2001
Dates unavailable for training:

Student Info:

SSN: 213555555 Name: MATT H CARLISLE DOB: 05 Jan 1955 Sex: M
Home Street: 2322 FASCINATION STREET City: COLUMBUS State: OH ZIP: 52322 -
Security Clearance: SECRET
Disabilities: N Special Requirements:
Pay Plan: GS Pay Grade: 10
Civilian Job Series: FUNERAL DIRECTING

Acquisition Career Field: EDUCATION, TRAINING, AND CAREER DEVELOPMENT

Student's Contact Info:

Organization: Defense Supply Center Columbus (DSCC)
Duty Address: 2322 CENTER COURT City: COLUMBUS State: OH ZIP: 52324 -
Unit Country: USA
Phone: (989) 232-2112
DSN: Fax: (989) 232-2311
Email: sgould@onebox.com

Student Comments:

I really need to go

Supervisor Comments posted 20 Nov 2000

Name: LINDA TORRIES Email: dscoc_super@hotmail.com

Yes, as your supervisor, I think this training would be good.

Attach Priority to Application:

2

Concur

Comments:

OK by me

Submit >>

The Training Supervisor has the same options as the Student's Supervisor in reviewing an application with one additional responsibility - they can update the priority on an application. Notice how the Student's Supervisor's Comments are viewable by this official. Once a decision is made, press the Submit button.



Application Path - Training Supervisor

Acquisition Training Application System (ACQTAS) Main Menu

20 Nov 2000

Acquisition Training Application System (ACQTAS)

Training application concurrence.

You have concurred with CARLISLE MATT H's application for the class listed below: Approval Date: 20 Nov 2000

FY: 2001 **School:** Naval Center for Acquisition Training (NCAT)-Rock Island **Course:** SYS 201 (DAU) **Phase:**

Course Title: INTERMEDIATE SYSTEMS PLANNING, RD&E

Class: 003 **Start Date:** 11 Dec 2000 **End Date:** 22 Dec 2000

Class Location: ROCK ISLAND, IL

Delivery Method: Classroom **Remarks:** OK by me

<< Review other applications

Colleen Mowery will be notified of your decision. 20 Nov 2000

Defense Logistics Agency Serviced Components

Name: Colleen Mowery

Title: Quota Source Manager

Email Address: acqtas_qm@onebox.com

Microsoft Internet Explorer

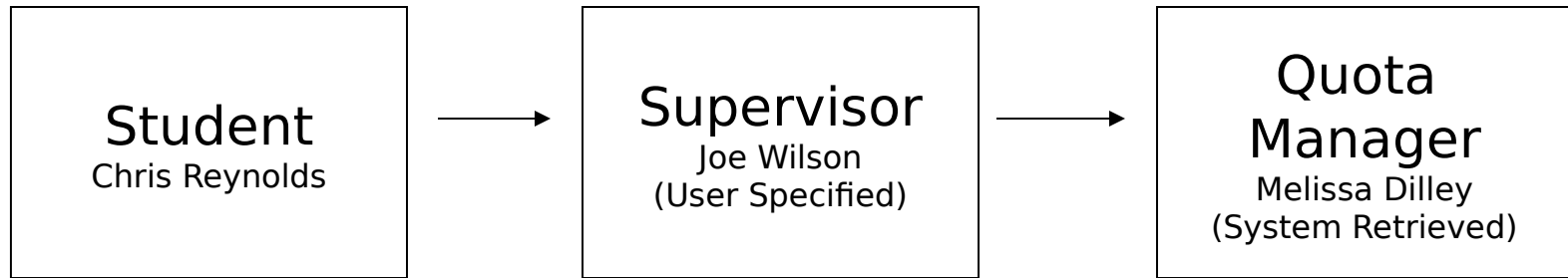
A notification has been emailed to the student and to the next point of contact.

OK

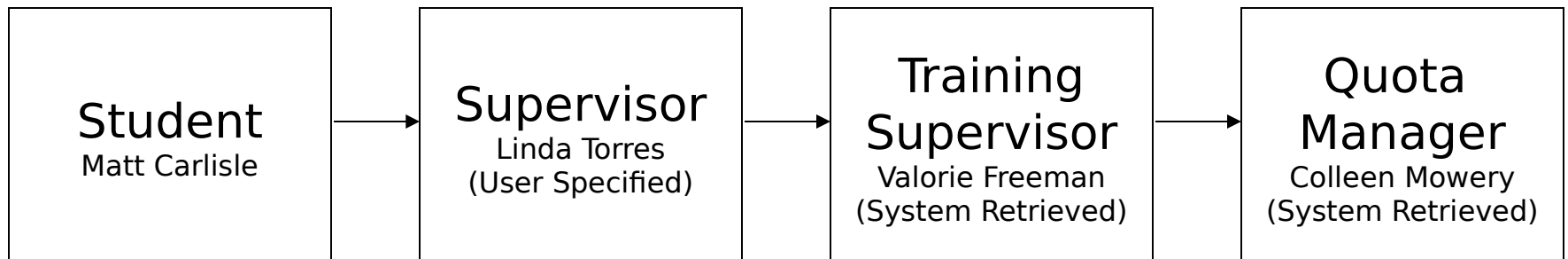
Upon the Training Supervisor's concurrence, ACQTAS displays onscreen notification that the next training official in the process has been Emailed. In this case, it is the Quota Manager for DLA, Colleen Mowery.

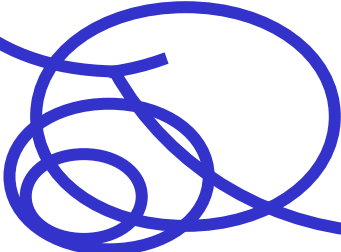


Application Path



For the most part, the role of the Supervisor and the Training Supervisor is the same. The only difference is that the Training Supervisors can set the priority of an application and that their POC information is inside of ACQTAS. ACQTAS is a flexible system and can allow for many Supervisors/Training Supervisors/Training Coordinators in the application path if a specific DoD component requires it.





This concludes your tutorial. Thank you for your time and efforts to make ACQTAS a success.